

FF Special Retirement Coverage

Standard Position Description (SPD)# F021

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

F021

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3. Service

☐ Hdqrs. ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
SES (Gen.) ☐ SES (CR)

11. Position is:

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician*	GS	455/462	05	mlh	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	05	mlh	05-25-90

16. Organizational Title of Position (if different from official title)

Initial Attack Fire/Aviation Dispatcher

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

DEPARTMENT OF THE INTERIOR

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

L. BARKOW Ch Fire & Aviation

Signature

Date

Signature

Date

(signed) L. BARKOW

JAN 18 1990

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-455/462

Typed Name and Title of Official Taking Action

JULIET D. POWELL

Personnel Management Specialist

Signature

Date

Juliet D. Powell 11/21/90

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Department of Interior, HF/LE Retirement Team Specialist

This PD has been approved as follows under SUSC 8336(c) and 8412(d):

☒ Firefighter ☐ Law Enforcement
☐ Primary ☒ Secondary/Administrative ☐ Secondary/Supvy

Approval Date CSRS 07/29/91; FERS 10/02/91

24. Remarks

SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

25. Description of Major Duties and Responsibilities (See Attached)

Range/Forestry Technician, GS-455/462-5
Initial Attack Fire/Aviation Dispatcher
Position No. F021

INTRODUCTION

This position is located in an initial attack fire suppression organization where the employee performs a variety of staff and administrative duties relating to fire suppression activities and the support of fire management programs.

The primary purpose of this position is to serve as a dispatcher in support of an initial attack suppression program. As time permits, the employee may be assigned to support other resource programs in a dispatch capacity. It has been determined that the employee must have prior line fire fighting experience and training in order to anticipate needs, determine priorities, and select alternative resources.

DUTIES

Receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies according to pre-defined plans or in response to resource orders from the field. Based upon prior fire fighting experience and training, anticipates needs based upon the status of fire suppression activities and makes recommendations regarding orders/anticipated orders.

Completes resource orders, maintains fire resource tracking systems, inputs and retrieves fire weather data, operates fire telecommunications and radio systems, and processes and collates fire information from the field.

Completes daily, weekly, monthly, and year-end required records, reports, and summaries using established procedures.

Provides information and coordinates with local law enforcement, other agency, and media personnel on both fire and non-fire emergency situations.

May be temporarily assigned as the lead/supervisory dispatcher and be responsible for monitoring the operation of the dispatch office for short periods of time.

FACTORS

Factor 1. Knowledge Required by the Position

Knowledge of fire suppression tactics, methods and procedures, and safety precautions sufficient to gather facts and determine which predetermined dispatch guideline to use in response to wildland fire reports received from a variety of resource users, recreationists, or Bureau employees unfamiliar with wildfire reporting procedures and characteristics. Prior firefighting experience is required.

Knowledge of standard dispatch procedures and guidelines used in the dispatch of personnel, equipment and supplies for wildfire/prescribed burn occurrences within a wildland fire organization sufficient to select a dispatch guide for a specific initial attack action.

Knowledge of computer program operations and output information available within the fire suppression organization sufficient to use that information in recommending the dispatch of additional personnel, equipment and supplies to wildfires/prescribed fires in situations where initial attack efforts do not result in the immediate extinguishment of the fire.

Ability to read maps, pinpoint locations from various sources of information, and determine the most feasible access route to a given location.

Ability to communicate effectively with others in emergency situations using standard radio and telecommunications systems and specialized fire terminology is required.

Ability to learn and work with specialized fire computer programs and planning systems is required.

Factor 2, Supervisory Controls

The supervisor or work leader makes assignments indicating what is to be done, priorities, limitations, quality and quantity expected, and deadlines. Generally, assignments of a non-recurrent nature are explained at the time work is assigned. The employee uses initiative in carrying out recurring assignments independently and determining how to make the best utilization of the fire resources available. A leader/supervisor is generally available to provide assistance in situations where new or unusual circumstances are encountered. Work is spot checked for adherence to established procedures as well as for providing services in a timely manner.

Factor 3, Guidelines

Guidelines are available in the form of BLM and Departmental Manuals for fire and aviation operations, unit fire mobilization guides, unit dispatch and aircraft operational plans, fire management activity plans, interagency fire business management handbook, unit/Bureau/Departmental/Office of Aircraft Services and Federal Aviation Agency aviation guidelines and procedures, and cooperative agreements and operating plans with local, county, state, and Federal fire suppression agencies.

Procedures for performing the fire fighting duties are established, provided in training sessions, and, for the most part, available in printed materials. The employee's alternatives in taking action are normally limited to well established procedures or recommending alternatives. The supervisor/work leader is readily available in most instances to assist if a more difficult situation is encountered.

Factor 4, Complexity

Routine office operations involve collection, submission, and dissemination of records, reports, and computer data information; locating sources and dispatching prearranged personnel, equipment and supplies; and tracking and coordinating resources. Emergency operations often require the dispatching of a volume of resources from a variety of sources utilizing a variety of different guidelines. Some judgment is required in interpreting orders to ensure that all required items are available at field locations for the crews. Many of the orders must be double-checked and evaluated before employees can continue in the process or make resource selections.

Factor 5. Scope and Effect

The purpose of the position is to dispatch personnel, equipment, and supplies for the suppression of range and forest wild fires.

The work performed by the dispatcher contributes to the effectiveness of the fire fighting efforts of suppression crews in controlling wild fires in a safe and efficient manner and in protecting resource values.

Factor 6. Personal Contacts

Personal contacts are with other employees in the fire suppression organization, other agency dispatchers, and suppliers of fire fighting equipment and supplies.

Factor 7. Purpose of Contacts

The purpose of the contacts is to receive orders, coordinate work efforts, clarify assignments, and provide information on the status of orders.

Factor 8. Physical Demands

The work requires working for long hours under emergency situations. During periods of heavy fire activity, shifts of 12 hours per day for seven or more consecutive days may occur.

If applicable, the employee must be able to meet the established step test and arduous physical requirements for carrying out dispatch duties at fire camps.

Factor 9. Work Environment

Most work is performed in an office setting, but is occasionally assigned to fire camps which may lack modern sanitary facilities and include exposure to smoke conditions.